

**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
June 17, 2014**

JUN 25 2014

TOWN OF GILBERTON
TOWN CLERK'S OFFICE

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:40 PM. Members present were Mary Clements, Peter Nickerson, Richard Petrucci, Susan Phillips, Library Director, and Patricia Grundman, Assistant Library Director. Janet Wieliczka and Mary Blanchette were excused as absent. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – Cheryl Chamberlin and Debi Cormier, both Hall Memorial Library staff members, were present at this meeting. Francie Berger, also a staff member, joined the meeting at 8:00 PM.
- III. Approval of Minutes of the May 2014 Meeting - The minutes were reviewed by members present, and were unanimously accepted. (Clements/Petrucci).
- IV. Treasurer's Report – Marcia Downs read the Treasurer's report for May, and income and expenses were discussed by the trustees. At this time, Patricia Grundman explained the line item deposit of a grant from Early Childhood Resources that funded her purchase of 6 backpacks for the Children's area, which are able to be circulated.
- V. Current Year Budget – A copy of the Year-to-Date budget was reviewed. With two weeks remaining in the Fiscal Year, we are well within spending guidelines.
- VI. Library Director's Report – Sue Phillips distributed copies of the Library Director's Report dated 6/17/14. The report was read and discussed. As mentioned at the May board meeting, the new order of staff nametags has been delivered and will soon be available for them to wear.
- VII. Friends of the Library Report – Peter Nickerson reported that the Friends will pay \$2800.00 for the Summer Reading Program and \$3000.00 for Hoopla, a program for streaming video content.
- VIII. Old Business – *Building Maintenance* – The items discussed at the May meeting under this category are moving forward with bids and information.
- IX. New Business – A representative of the CL&P Energy Efficiency Fund Lighting Program, Frank Trulia, was present to review a project offered to the Library that would upgrade and improve the energy efficiency of indoor and outdoor lighting, and the resulting savings for the Library. A motion to add this item to the agenda was made and unanimously accepted (Clements/Nickerson). After reviewing CL&P's proposal, the Board decided to unanimously accept the project (Nickerson/Clements), and to authorize Susan Phillips to manage the project. - *Review of Job Descriptions* – Susan Phillips distributed copies of the Library Job Descriptions for review by the Board. The members will review them over their summer break and will take up the item again at the September regular Meeting. A motion was made and unanimously accepted to table this discussion until then.

(Clements/Nickerson). – *Library Generator* – The new power generator has been installed and has not yet had a test run. The board members see the need for a written policy on the rules and regulations concerning building use and staffing during emergency situations. This item will also be revisited in the fall.

- X. Trustee's Concerns – Last month the installation of security cameras in the Library was discussed, and Sue Phillips mentioned a follow-up with Nick DiCarlito concerning this matter. Plans at this time are still vague, and Nick knows of our concerns about the cameras.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned at 9:00 PM (Nickerson/Petrucci) by unanimous vote.

Respectfully submitted,

Melanie H. Dunn